



Missouri Department of Revenue
Purchasing Additional Equipment for TRIPS Transaction Processing

License office contractors may purchase, at their own expense, additional or replacement computers and printers for TRIPS transaction processing by following the process below.

1. Complete an [ITSD Help Desk Ticket](#) to add new equipment by selecting the following categories:

- Agency: Enterprise Network
- Category: Network DOR
- Subject: Enter "Available switch port capacity"
- Issue: Enter "Request to add (enter quantity) of (computers or printers)"

ITSD will verify that the current license office infrastructure supports the additional equipment and respond to the license office.

2. Upon approval from ITSD to add new equipment, or when replacing TRIPS equipment, purchase equipment that adheres to the following specifications from a vendor of your choice:

Computer Options:

- Dell Optiplex 9020 w/Intel I5-4570 Quad core processor
 - o Memory: 8GB RAM, Speed 1600MHz DDR3
 - o Hard Drive: 250GB, 7200 RPM
 - o DVD Drive
 - o Windows 7 Professional 64-bit
- Dell Optiplex 7020 w/Intel I5 Quad core processor
 - o Memory: 8GB RAM, Speed 1600MHz DDR3
 - o Hard Drive: 250GB, 7200 RPM
 - o DVD Drive
 - o Windows 7 Professional 64-bit
- HP Compaq Pro 6300 Desktop PC
 - o Memory: HP 8GB DDR3-1600 DIMM (2X4GB) RAM - 8 GB (2X4GB) - DDR3 SDRAM - 1600 MHz DDR3-1600/PC3 - 12800 - 240-pin - DIMM
 - o Hard Drive: HP 500 GB 3.5" Internal Hard Drive - 7200 rpm - 1 Pack
 - o DVD Drive
 - o Windows 7 Professional 64 (available through downgrade rights from Windows 8 Pro)

Note: Brands and models other than those listed above are not acceptable.

TRIPS Printer:

- Lexmark MS810n

3. Upon receipt of the new equipment (and installation of the required LAN cabling from the workstation location to the router, if applicable), submit an ITSD Help Desk Ticket request by selecting the following categories:

- Agency: Revenue
- Category: Hardware Support, then select PC or Printer
- Subject: License Office Owned PC Setup" or "Printer Setup"
- Issue: Enter "Request MV equipment setup"

ITSD will contact you to schedule a time to set up the new equipment.

Printer Cartridges and Imaging or Photoconductor Unit

Each license office should have an ample supply of printer cartridges on hand. Offices are responsible for providing toner cartridges and imaging/photoconductor units for the TRIPS printers (Lexmark MS810n) and toner cartridges for the MEDL printers (Lexmark E360dn), but Morpho Trust is responsible for replacing imaging or photoconductor units for the MEDL printers.

Printer Model	Toner Cartridge Provided By	Imaging or Photoconductor Unit Provided By
TRIPS – Lexmark MS810n	License Office	License Office
MEDL – Lexmark E360dn	License Office	Morpho Trust

If you choose to order printer cartridges from World Wide Technologies, Inc. (WWT) under the state's low-cost toner contract, current updated pricing is outlined below:

- 25,000 yield printer cartridges (part number 52D1H0E): \$143.30 each
- 100,000 yield imaging units (part number 52D0Z00)*: \$37.89 each

*The imaging unit is a separate component required for operation of the cartridge. In order to receive this pricing, you may either submit a completed [credit application form](#) to WWT, or you may order by phone or e-mail with a credit card. There will be a 2.5% additional charge for credit card orders. If you wish to place an order, please contact Wendy Ryan at State@wwt.com or by phone at (314) 919-1413. Offices may order from other vendors as well.